

RELOCATION ASSISTANCE TO TENANTS

Application and Worksheet

Displaced Tenant: _____

Displaced Dwelling Address: _____

Contact Information for Displaced Tenant: _____
(e.g. current phone number)

Owner of Displacement Dwelling: _____

Relocation Assistance Application/Worksheet Completed by: _____

Step 1. 90 Day Rule

1. Date of negotiations with owner of dwelling: _____

2. Days prior to date listed in (1): _____

3. Date tenant moved into displaced dwelling: _____

4. Is date in (3) before date in (2)..... Yes No

- If No, **STOP**; tenant is not eligible for assistance. If Yes, proceed to (5).

5. Does tenant still reside in displaced dwelling?..... Yes No

- If No, proceed to (6). If Yes, tenant meets 90 day rule, proceed to Step 2.

6. Date Tenant moved from displaced dwelling: _____

7. Is date in (6) before date in (2)?..... Yes No

- If Yes, **STOP**; tenant is not eligible for assistance. If No, tenant meets 90 day rule, proceed to **Step 2**.

Step 2. Income Verification

1. Tenant's Annual Income: \$ _____
Definition of Annual Income: All income reported on federal tax return, interest income, net income from rental property ownership, social security payments, Unemployment benefits and welfare payments for the 12 month period prior to displacement.

2. Which of the following was used to determine annual income? (circle one)

Income tax forms

Payroll receipts

3rd party verification

Copy documentation and retain with application; 3rd party verification forms are submitted to employer, social service office or other income source to be completed and returned with signature.

Step 3. Percentage of Annual Income

1. Tenant's annual income: \$ _____
2. Multiply by: .30 or (30%) \$ _____

Step 4. Low to Moderate Income Determination

1. Refer to LMI standards (annual CDBG Management Handbook).
2. Is tenant considered LMI according to standards? Yes No

Step 5. Determine Replacement Dwelling Monthly Rent

1. Monthly rent tenant pays/will be paying for replacement dwelling (requires proof): \$ _____

2. Average monthly utilities (requires landlord statement or utility company documents):

a) Water \$ _____

b) Sewer \$ _____

c) Gas \$ _____

d) Electricity \$ _____

e) _____ \$ _____

f) _____ \$ _____

g) **TOTAL:** \$ _____

NOTE:
If the tenant plans to purchase home, "Replacement Dwelling Rent" equals Fair Market Rent as determined in Step 6.

(average monthly utilities)

1. Replacement dwelling monthly rent (Equals total of line 1 and Line 2. g) \$ _____

Step 6 Determine Fair Market Rent for Comparable Replacement Dwelling

1. Does replacement dwelling meet the following criteria for comparable, decent, safe and sanitary?

a) Functionally equivalent to (equal or better than) displacement home?	Yes	No
b) Actually available for rent?	Yes	No
c) Affordable?	Yes	No
d) Reasonably accessible to place of employment?	Yes	No
e) Generally well located to public and commercial facilities (schools, stores, etc.) as compared to displacement dwelling?	Yes	No
f) Not subject to unreasonable adverse environmental conditions?	Yes	No
g) Available to all persons regardless of race, color, religion, sex, or national origin?	Yes	No
h) Meets applicable housing & occupancy requirements	Yes	No
i) Is structurally sound, weather tight and in good repair?	Yes	No
j) Contains a safe, adequate electrical wiring system?	Yes	No
k) Has adequate living space for the occupants?	Yes	No
l) Has a kitchen with a sink, hot and cold running water?	Yes	No
m) Has a connection for a stove and refrigerator?	Yes	No
n) Has a separate complete bathroom with hot and cold running water?	Yes	No
o) Has heating as required by climatic conditions?	Yes	No
p) Has an unobstructed exit to safe open space at ground level?	Yes	No
q) Meets standards protecting occupants from lead based paint hazards?	Yes	No
r) If tenant is physically handicapped, is free of any barriers which could preclude reasonable use of unit?	Yes	No

Generally, all answers in this section should be YES

Number of bedrooms in displaced dwelling: _____

Number of bedrooms in replacement dwelling _____

If replacement dwelling is larger than displaced dwelling, does family size indicate a need for a larger dwelling? Yes No

Fair Market Rent (refer to the local public housing authority): _____

Replacement Dwelling Rent (determined in Step 5) _____

Is replacement Dwelling Rent equal to or less than Fair Market Rent? Yes No

- If **Yes**, proceed to **Step 7** entering the Replacement Dwelling Rent amount on line 1 of Step 7.
- If **No**, proceed to **Step 7** entering the Fair Market Rent amount on line 1 of Step 7.

Step 7. Determine Rent and Utility Increase Payment

1. Enter Replacement Dwelling Rent or Fair Market Rent as determined in Step 6: \$ _____
 2. 30% of tenant's annual income (determined in Step 2) divided by 12: \$ _____
 3. Difference (subtract line 2 from line 1): \$ _____
 4. Is line 3 \$-0- or less? Yes No
 - If **Yes**, proceed to **Step 8** (tenant does not qualify for Rent Utility Increase Payment.)
 - If **No**, continue with this section
 5. Is tenant considered LMI? (refer to Step 4): Yes No
 - If **Yes**, enter amount of line 3: \$ _____
 multiply by **60**: \$ _____
 - If **No**, enter amount of line (3) \$ _____
 multiply by **48**: \$ _____
- Enter the lesser of line 5(a), 5(b), or \$5,250: \$ _____

Step 8 Reasonable Out-of-Pocket Moving Expenses

There are two methods to determine out-of-pocket moving expenses. A community must decide which method to utilize for all displaced tenants. The method used for the first displaced tenant must be used for all subsequent tenant calculations.

Method 1:

Actual expenses incurred (include receipts)	\$ _____
Add <u>reasonable</u> out-of pocket moving expenses	
which may include but are not limited to :	
Transportation for tenant and family:	\$ _____
Packing, moving and unpacking household goods:	\$ _____
Disconnecting and reconnecting household appliances:	\$ _____
Storage of household goods:	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL Actual out-of-pocket expenses	\$ _____

Method 2 Utilize HUD moving expenses chart
(CDBG Management Handbook)

\$ _____

STEP 9 Total Payment Due Displaced Tenant

1. Rent and Utility Increase payment (determined in Step 7). \$ _____
 Cannot exceed \$5,250.00
2. Add: reasonable Out-of-Pocket Moving expenses \$ _____
 (Total from the preferred method in Step 8)
3. Equals: TOTAL PAYMENT DUE DISPLACED TENANT: \$ _____
 (add line 1 and Line 2)